5 FAH-2 H-520
MANAGING TELEGRAPHIC CIRCUITS

(TL:TEL-1; 07-01-1998))

5 FAH-2 H-521 BELTSVILLE MESSAGING CENTER (BMC)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

All Department telegraphic circuits terminate at the Network Control Center in Beltsville. The Beltsville Messaging Center is the distant end partner that opens and closes the circuit, stores or forwards telegraphic messages, and holds corresponding cryptographic keys for each telegraphic circuit. BMC connects single and aggregate signals to commercial carriers via land cable, submarine cable and satellite facilities.

5 FAH-2 H-522 CIRCUIT SECURITY CONTROLS

5 FAH-2 H-522.1 IPC

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The classification level authorized for a telegraphic circuit depends upon security criteria corresponding to unique circumstances at each post. IPC personnel must program the telegraphic processor for the authorized classification level to ensure that only telegrams at or below the authorized classification are transmitted. (In the TERP V this is Automatic Processing Control under the Configuration menu and Ports and Setup under the Main menu). Current authorized classification levels for each post are listed in the Department of State Teletypewriter Routing Guide.

5 FAH-2 H-522.2 BMC

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Internal security controls at BMC prevent telegrams that exceed the authorized classification level of the post from reaching the destination. If a telegram that exceeds the authorized classification level is transmitted, the telegram spills to an error queue at BMC, where operators terminate transmission. BMC supervisors will notify the originating station, where IPC personnel must take appropriate remedial action.

5 FAH-2 H-523 TELEGRAM ACCOUNTABILITY

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Telegram accounting procedures serve the dual purpose of ensuring telegram receipt at the destination transmission facility and confirming the continuous reliability of the circuit. The variety of telegraphic processors in the Department's worldwide network perform basic telegram accounting functions to prevent lost or misrouted transmissions. All processors assign, record, and compare Message Reference Numbers (MRNs), Message Continuity Numbers (MCNs), Channel Sequence Numbers (CSNs), Station Serial Numbers (SSNs) and Routing Indicators (RIs) on transmission telegrams. IPC personnel intervene when necessary and correct incoming or outgoing telegram errors to complete transmission or dissemination.

5 FAH-2 H-523.1 Message Reference Number (MRN)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The MRN is the official identification number for telegrams originated at Department transmission facilities. All telegrams sent on behalf of the Department and its missions are referenced by the MRN, with the exception of service messages. At some field posts, depending upon how the telegraphic processor is programmed, messages transmitted on behalf of DAO will not have an MRN and will instead be identified by date-time group.

b. The current year MRN consists of two parts: the geographic location indicator and a sequential number that begins with the Arabic numeral 1 on January 1 each year and increases by one with each telegram transmitted by the post through December 31. IPC personnel must reset the post's MRN to 000001 for the first telegram sent in the new year.

c. The location indicator is the city where the telegram originates or another designator to describe a special, non-embassy status of the mission. Consult ACP 117 and the Department of State Teletypewriter Routing Guide for Plain Language Address Designators (PLADs), from which the location indicators of non-embassy MRNs are derived. Some common non-embassy location indicators are listed below.

(1) **ATO HQS**—the headquarters for the Area Telecommunications Office in Washington.

(2) **DEPTO—**From the Deputy Secretary to the Department while Deputy is away from the Department.

(3) **DIR DTSPO**—the director's office of the Diplomatic Telecommunications Service Program Office in Washington.

(4) **POLTO**—Undersecretary for Political Affairs to the Department while Undersecretary is away from the Department.

(5) **SECSTATE—**the Department of State, including AID and Peace Corps.

(6) **SECTO**—for telegrams sent from USDEL SECRETARY in the city the Secretary is visiting to another post or the Department. The MRN assigned at the IPC will be the SECTO number.

(7) **TODEP**—To the Deputy Secretary from the Department while the Deputy is away from the Department.

(8) **TOPOL**—To the Undersecretary for Political Affairs from the Department while the Undersecretary is away from the Department.

(9) **TOSEC**—for telegrams sent from the Department to USDEL SECRETARY in the city the Secretary is visiting. The regular MRN for the city the Secretary is visiting will proceed a separate TOSEC number.

(10) **USDOC**—the U.S. Department of Commerce in Washington.

(11) **USIA**—the United States Information Service in Washington.

(12) **USNATO**—represents the U.S. Mission to the North Atlantic Treaty Organization at Brussels.

(13) **USUN—**the U.S. Mission to the United Nations in New York.

(14) **USVIENNA**—the U.S. Mission to International Organizations in Vienna.

5 FAH-2 H-523.2 Message Continuity Number (MCN)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The MCN numbering system is an accounting procedure used to track the continuity of telegraphic correspondence between posts. The MCN is a four-digit number that increases by one digit with each single-section telegram or each section of a multi-section telegram sent between an originating and receiving station. The numbers recycle from 0001 to 9999. The length of time it takes for a series to recycle depends on the telegraphic traffic volume between two posts.

b. Each Department transmission facility maintains an MCN series with all other Department facilities in the network and other nonembassy MRN posts listed above. MCNs are not assigned to service messages, telegraphic address collectives or telegrams addressed to non-State transmission facilities, such as military telegrams, USDOC or USDA FAS.

c. Telegraphic processors track message continuity by detecting missing numbers in the MCN series between posts and then producing a missing MCN report. IPC operators should run this task in their telegraphic processors each day and send out service messages to those posts that appear on the report.

5 FAH-2 H-523.3 Channel Sequence Number (CSN)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The CSN appears on FL-1 and consists of a three-letter channel designator followed by a three-digit number for low speed circuits or a four-digit number for high speed circuits. Each transmission facility has one channel designator for incoming and another channel designator for outgoing messages. Processing equipment at Beltsville and posts assign numbers to each telegraphic communication to track the messages that pass between posts and Beltsville. CSNs recycle from 000 to 999 or 0000 to 9999.

b. Some telegraphic processors automatically send a service message request to the relay as soon as the processor detects a missing CSN. The service for missing channel numbers is called a ZFX. The IPC operator should send ZFXs or ensure that the processor sends ZFXs promptly for all missing channel numbers. See 5 FAH-2 H-524.5 for ZFX format information. Prompt, meticulous tracking of CSNs is the easiest method for preventing lost telegraphic transmissions, because the STARS terminal in Beltsville responds to ZFXs in a few seconds.

5 FAH-2 H-523.4 Station Serial Number (SSN)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The SSN is a four-digit number that appears on FL-3 and FL-15 of a transmission telegram to confirm circuit continuity during telegram transmission. In regular Department telegrams the SSN corresponds to the last four digits of the MRN. In a service message the four digits are unique to the type of service. SSNs should never be composed of all zeros, because this will cause problems in Department relay equipment. In multi-section telegrams, the SSN is followed by a diagonal (/) and the number of the section, i.e., #3334/01.

b. Matching the SSNs on FL-3 and FL-15 prevents the inadvertent splicing of two separate messages. If the SSNs on FL-3 and FL-15 do not match, the circuit has dropped synchronization. If the circuit drops out, the first SSN belongs to the telegram being transmitted when the circuit dropped and the second belongs to the telegram being transmitted when the circuit came back in sync. The telegraphic processor should detect the SSN mismatch and display an appropriate prompt for remedial action. IPC personnel should confirm that ZFXs have been sent for all missing CSNs and not disseminate any messages with SSN mismatch.

5 FAH-2 H-524 SERVICE MESSAGES

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Service messages are abbreviated telegraphic exchanges between communications personnel at transmission facilities and relay stations regarding telegram transmission or circuit conditions. Services do not carry MRNs or MCNs for archival retrieval purposes. Services are sent to request retransmission, correction, acknowledgment or tracing of telegrams; as channel checks to verify circuit continuity; to request circuit opening, closing and cryptographic updates.

5 FAH-2 H-524.1 Restrictions On Use

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Service messages are circuit management telegrams and have no use beyond the time it takes to complete the action specified in the service. Do not send services as a substitute for official or non-official telegrams on behalf of noncommunications personnel. The ranking IRM officer is responsible for enforcing the use of services for circuit management purposes only.

5 FAH-2 H-524.2 Service Format

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Department services use Format Lines 1, 2, 3, 4, 11, 12, 13, 15 and 16. Format Line 12 consists of the classification, followed by “SVC.” Format Line 12 of service messages may include the geographic location indicator, as in UNCLAS SVC ANTANANARIVO, or a remote command such as, UNCLAS SVC OPN BEO.

b. Most telegraphic processors use “canned” services that contain the essential format components, with editable fields to be filled in by the IPC operator or telegraphic processor before transmission. Canned messages are helpful in daily operations and should be used whenever possible to speed processing. Update canned services when necessary. Examples in the sections below depict various types of services used in daily operations.

5 FAH-2 H-524.3 Content

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Service messages should fully identify the problem telegram and/or action to be taken at the receiving station. In services regarding telegrams from MRN posts, identify the telegram by the MRN and section, if applicable. Telegrams from military facilities or other non-MRN posts should be identified by Originating Station Routing Indicator, SSN, date-time group and Plain Language Address Designator. Use operating signals from ACP 131 (D), if appropriate, but keep the text as clear and simple as possible.

b. If a service message quotes or refers to the content of a classified, administratively controlled or captioned telegram, the service message must carry the same classification, administrative control or caption as the telegram being serviced. Unless otherwise directed by the corresponding station, use the same destination routing indicator in FL-2 of the service message as that which appears on FL-3 of the telegram being serviced. However, when addressing services to the Department send ZDF services to the routing indicator RUEHMPI and other services to RUEHSD.

5 FAH-2 H-524.4 Channel Checks

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. A channel check is a special type of service message which is transmitted from the relay station to each remote transmission facility and back to the relay. A full circuit channel check indicates that the circuit is in sync and passing clean transmissions.

b. Hourly channel checks originate at the relay station and are self-addressed to be returned back to the relay. The routing indicator on FL-2 and FL-3 of channel checks for Department transmission facilities will be RUEHCZ, the routing indicator for the State Telecommunications Alternate Relay System (STARS) computer which tracks the channel checks at Beltsville. The return channel check should have the field post’s channel designator and number. Most processors automatically change the CSN before returning the channel check. If this function is not performed by the processor, IPC personnel must change the CSN manually.

Example:

VZCZCSFO123
OO RUEHCZ
DE RUEHCZ #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS CHANNEL CHECK FROM STARS 123456ABCDEF
BT
#1111
(EOM)

c. If the RUEHCZ channel check is not received by the STARS computer within 45 minutes past the hour, the STARS computer will send a follow-up notification that the channel check was not received.

Example:

VZCZCBEO321
OO RUEHBE
DE RUEHCE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC NO CHANNEL CHECK RCVD ZIC BEO123 ZID BEI012
BT
#1111

d. A channel check initiated from the post in response to a relay computer request should be addressed to RUEHZZ. CCK is the abbreviation for a remote command to the STARS for a channel check and BEO is the channel designator for telegrams flowing from STARS to the post.

Example:

VZCZCBEI210
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC CCK BEO
BT
#1111

e. If STARS does not receive a channel check from an open IPC within 45 minutes, System Technical Controllers will attempt to contact IPC personnel by service or telephone to ascertain why the channel checks are not being returned. If System Technical Controllers cannot contact IPC personnel, the circuit will be put into storage until circuit continuity can be assured.

5 FAH-2 H-524.5 ZFX

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The ZFX is a remote command to the relay station to retransmit CSNs. Up to ten CSNs may be requested in one ZFX service. ZFXs must be addressed to the STARS routing indicator RUEHZZ. When the relay retransmits the missing number(s), new CSNs will be used. "IMI" is an ACP-127 transmission code for "repeat" and is commonly used in services to confirm the cited numbers.

Example:

VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT
UNCLAS SVC ZFX BEO119 IMI BEO119
BT
#1111

VZCZCBEI346
OO RUEHZZ
DE RUEHBE #1111 1231235
ZNR UUUUU ZZH
BT
UNCLAS SVC ZFX BEO120-129 IMI BEO120-129
BT
#1111

5 FAH-2 H-524.6 Tracer Action

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Tracer action is an investigation conducted via service messages to determine the reason for nondelivery or inordinate delay in delivering a telegram. The Department or any post with a legitimate interest in why a telegram was not delivered or was excessively delayed may request tracer action. At this time telegrams cannot be traced after 14 days because of limited storage capacity in the STARS terminal.

b. Posts using U.S. Government facilities or telex should follow the tracer procedures outlined in Chapter 4, Section VIII, of ACP 127 (G) and summarized for Department communications centers below.

c. If the originating station receives a service advising nonreceipt of a telegram, the originator should either re-transmit the message, using opsign ZFG on FL-5, or cancel the message.

d. If the originating station receives a service advising delayed or nondelivery, the originator should search pertinent records to ascertain if the cause of the delay occurred at the originating station. If the cause of the delay occurred at the originating station, the originator should send a service to the tracing station and claim responsibility.

e. If the originator transmitted the telegram properly, the originator should send a service to the first station in the circuit between the originator and the tracing station and advise that station to continue the trace there. Include in the service to the second station the following identifiers: the PLAD for the station reporting delayed receipt; the CSN, FL-2 and FL-3 of the message being traced. The process should be repeated at each post in the circuit between originator and tracing station until the source of the problem is identified. The post responsible for delay should advise the tracing post. In most traces of Department-to-Department facilities, the only intermediate station will be the Beltsville relay facility.

5 FAH-2 H-524.7 Services For Opening

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Opening a circuit to receive telegraphic traffic means establishing a secure link with the Network Control Center by updating the cryptographic key and alerting the relay facility controllers to release stored messages into the circuit. Establishing a specific, unchanging opening routine and following it the same way each day prevents confusion which may ensue from inconsistent operations. Opening procedures should be included in the SOP.

5 FAH-2 H-524.7-1 OPN

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

OPN is the remote command from a post to the STARS terminal requesting the opening of the circuit. The opening service should be addressed to RUEHZZ, the STARS system control section, to alert operators to prepare to open your channel.

5 FAH-2 H-524.7-2 HJ

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The opening service includes a request for HJ (Hotel Juliet), the update of the cryptographic devices. Provide the key segment number for each device or a request to vux (update the X variable of the present key), depending upon post's cryptographic requirements.

b. Advise that your station will wait for the circuit to drop before updating the cryptographic key at your end. If BMC updates first, the circuit stays in sync for as long as possible, and when the circuit drops out of sync, it will likely be because BMC is updating the key. IPC can then restore the circuit simply by updating the crypto key at post. If the circuit does not restore after updating the crypto, call BMC at (301) 985-8100 to verify the segments and begin tracing the fault.

Example:

VZCZCBEI200
OO RUEHZZ
DE RUEHBE #1111 1450800
ZNR UUUUU ZZH
BT
UNCLAS SVC OPN BEO
BELIZE READY TO OPEN CIRCUIT. PLEASE LOAD SEGMENT 24 IMI SEGMENT 24. WE FOLLOW.
BT
#1111

5 FAH-2 H-524.7-3 QRV

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

After the cryptographic device has been updated, send a QRV service to RUEHZZ to have BMC begin sending the telegrams that accumulated overnight. The first message from BMC (unless a high precedence message was just released into the queue) will be the RUEHCK self-addressed channel check, which must be returned immediately.

Example:

VZCZCBEI345
OO RUEHZZ
DE RUEHBE #1111 1231234
ZNR UUUUU ZZH
BT

UNCLAS SVC QRV BEO
BT
#1111

5 FAH-2 H-524.7-4 LCQ

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The second message from BMC will be an LCQ service showing the number of messages at each precedence on queue. The post can also send an LCQ at any time to receive an update of how many messages are on queue to be transmitted. The length of time it takes to clear the accumulated messages will depend upon the transmission rate of speed and the number of messages on queue. In the following example W represents CRITIC, ZN represents FLASH and NIACT, O represents IMMEDIATE, P represents PRIORITY and R represents ROUTINE.

Example:

VZCZCBEO346
OO RUEHBE
DE RUEHCE #1111 1231235
ZNR UUUUU ZZH
BT
UNCLAS SVC HOLD QUEUE
W-0000 ZN-0000 O-0024 P-0036 R-0048
BT
#1111

5 FAH-2 H-524.8 Services for Closing

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

IPC should follow the same closing routine every day and include the procedures in the SOP. As with the opening routine, maintaining the same routine will make closing faster and more efficient.

5 FAH-2 H-524.8-1 CLS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. CLS is the remote command from a post to the STARS terminal requesting the closing of the circuit. The closing service should be addressed to RUEHZZ, the STARS system control section, to alert operators to close your channel and put your traffic in storage or unattended mode.

b. The first line of text with the CLS command must appear as shown in the example to permit handling by the STARS computer, which will generate a service indicating how long the closing may take. Include in the closure service the opsign ZIC/ZID and a request for VUX if the circuit will be placed in unattended mode at closure or if operators VUX before leaving the IPC.

5 FAH-2 H-524.8-2 ZIC/ZID

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The opsign ZIC/ZID represents the last channel numbers sent from and received at your station, respectively. By comparing post's ZIC/ZID with BMC's records, System Technical Controllers ensure that no messages were lost. In the example below the first line of FL-12 contains the remote command to the STARS computer and must be formatted as shown. The STARS computer will generate a service indicating how many minutes the closing may take. A STARS systems controller will perform the action requested in the text after the command line.

Example of service from post requesting to close:

VZCZCBEI021
OO RUEHZZ
DE RUEHBE #1111 1452100
ZNR UUUUU ZZH
BT
UNCLAS SVC CLS BEO
BELIZE READY TO CLOSE AND PLACE CIRCUIT INTO STORAGE. ZIC BEI020 ZID BE0977. WILL FOLLOW UR VUX.
BT
#1111

5 FAH-2 H-524.8-3 Confirmation From Network Control Center

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

A STARS system controller will confirm the ZIC/ZID, that the circuit is closed, traffic is in storage, and VUX will take place immediately. While waiting for the VUX, the IPC operator can shut down equipment and secure classified material in safes.

Example of service from BMC System Technical Controller confirming circuit is closed:

VZCZCBEO346
OO RUEHBE
DE RUEHST #1113 1231237
ZNR UUUUU ZZH

BT
UNCLAS SVC CONFIRMED CLOSURE TO STORAGE. ZIC ZID CONFIRMED. STAND BY FOR VUX
BT
#1111

5 FAH-2 H-524.9 Unattended Operations

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Unattended operations means telegraphic messages can be received by the telegraphic processor while the IPC is closed and unattended. The post must meet physical security requirements set by DS. Contact IRM/OPS/CST/LD/AR or DS/ISP/SSB for more information about unattended operations.

b. Posts that are authorized unattended operations using TERP V should disable the automatic acknowledgment feature before leaving the IPC. If the automatic acknowledgment feature is not disabled, high precedence messages that come in while the circuit is unattended will be acknowledged by the TERP without intervention by an operator, who must ensure delivery to the addressee.

5 FAH-2 H-524.9-1 ZIC/ZID

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Posts operating in the unattended mode must send a closure service with ZIC/ZID, a request to place the circuit into unattended operations, the highest classification level of messages the post wants to receive and the maximum number of messages post wants to receive. The post can also request unlimited messages instead of specifying a particular number.

b. In the example below the first line of FL-12 contains the remote command to the STARS computer and must be formatted as shown. The STARS computer will generate a service indicating how many minutes the closing may take. A STARS systems controller will perform the action requested in the text after the command line.

Example of service from post requesting circuit be placed in unattended mode:

VZCZCBEI021
OO RUEHZZ
DE RUEHBE #1111 1452100
ZNR UUUUU ZZH
BT
UNCLAS SVC CLS BEO

BELIZE READY TO CLOSE AND PLACE CIRCUIT INTO UNATTENDED/ SECRET/UNLIMITED. ZIC BEI020 ZID BE0977. WILL FOLLOW YOUR VUX.
BT
#1111

5 FAH-2 H-524.9-2 Confirmation From Network Control Center

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

A STARS systems controller will confirm the ZIC/ZID, that the circuit is in unattended mode and that VUX will take place immediately. While waiting for the VUX, the IPC operator can shut down equipment and secure classified material in safes.

Example of service from STARS systems controller confirming that circuit is in unattended mode:

VZCZCBE0346
OO RUEHBE
DE RUEHST #1113 1231237
ZNR UUUUU ZZH
BT
UNCLAS SVC CONFIRMED CLOSURE TO UNATTENDED/SECRET/ UNLIMITED. ZIC BE0978 ZID BE1020. STAND BY FOR VUX.
BT
#1111

5 FAH-2 H-525 RETRANSMISSION FORMATS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. Telegrams must be retransmitted when messages are garbled or when messages fail to reach the destination. IPC operators should first account for any missing CSNs, send ZFXs if necessary and clear all incoming error queues.

b. Missing incoming will be indicated by missing CSNs, the missing MCN report or a missing section of a multi-section message. The receiving station must request retransmission from the originator through service message requests. Missing CSN, MCN and missing message requests should be stored as canned services, where possible.

c. Keep a suspense copy of the retransmission service request with a work copy of the telegram until action is taken or an answer is received. If no answer is received within a reasonable time, repeat the service message and add the opsign ZAR-2 or ZAR-3 for "second request" and "third request," respectively.

d. Upon receipt of a retransmission request, the originator must use specific retransmission formats, that vary according to the circumstances described below. Follow procedures in the user's guide of the telegraphic processor for procedures to produce the correct formats.

5 FAH-2 H-525.1 ZDK

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

ZDK is an opsign for a retransmission in response to a service request from a receiving station. The originating station inserts ZDK on FL-5 after the date-time group. Per ACP-127 section 419.e.(3), ZDK retransmissions must be limited to the individual posts which requested the retransmission. Do not automatically re-send the telegram to all addressees of the telegram. See 5 FAH-2 H-525 Exhibit H-525.1.

5 FAH-2 H-525.2 Corrected Copy

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. ZDS is the opsign for a corrected transmission of a previously incorrectly transmitted message. Place ZDS on FL-5 after the DTG. Use ZDS in response to a service with the opsign ZES, which means the referenced telegram is incomplete or garbled. Insert "C O R R E C T E D COPY " and a 3 or 4 word explanation of the correction, such as "TEXT," "SUBJECT LINE," "CAPTION," etc. one blank line below the MRN line. See 5 FAH-2 H-525 Exhibit H-525.2.

b. Originators use the opsign ZEL only in service responses to a previously transmitted telegram with ZDG. ZDG is placed on FL-5 of a telegram which the originator suspects is incorrect and which the originator will voluntarily correct on a subsequent retransmission. The originator will place ZEL on the retransmitted telegram.

5 FAH-2 H-525.3 Re-routing Telegrams

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Telegrams erroneously routed to one station can be forwarded to the intended addressee. The telegram is misrouted if the receiving station is not listed in FL-7 or FL-8, but the receiving station's routing indicator is listed on FL-1. To retransmit the telegram to the correct addressee, change the routing indicator to match the correct addressee and insert the opsign ZOV on FL-4 followed by the routing indicator of the forwarding station. Refer to the operator's manual of post's telegraphic processor for specific procedures.

5 FAH-2 H-525.4 Repeat Telegrams

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

A repeat telegram is one retransmitted to additional addressees not included in the original transmission. A repeat telegram should not be confused with a retransmission request due to nonreceipt (see 5 FAH-2 H-525.1). A telegram may be repeated from an originating station or from a receiving station.

5 FAH-2 H-525.4-1 Permission

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

If the repeating station originally transmitted the telegram, the drafter or approving officer should approve the repeat to additional addressees. NODIS telegrams may only be repeated by the Department or by field posts with explicit permission from S/S-O. Follow post procedures for acquiring and documenting permission.

5 FAH-2 H-525.4-2 Format

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. When repeating a telegram originated at post, the SSN, time of transmission, date-time group and addressees will be new; keep the same MRN, classification and handling instructions as the original telegram. After the handling instructions add an attention indicator stating that the telegram is a repeat, the original addressees and date of original transmission. The original FL-12, including MRN, handling instructions, body, and principal officer's name, is set off by the words "QUOTE:" and "UNQUOTE." If the repeat is more than one section, "QUOTE" will only appear on the first section, "UNQUOTE" will appear on the last. The name of the principal officer at the time of transmission should appear after the word "UNQUOTE." Consult the operations procedures for IPC's telegraphic processor for procedures to create the necessary pseudo header for the repeat telegram. See 5 FAH-2 H-525 Exhibit H-525.4-2a for transmission format.

b. Follow the same procedures when repeating telegrams not originated at post, but use a new MRN. See 5 FAH-2 H-525 Exhibit H-525.4-2b for transmission format.

5 FAH-2 H-525.5 Cite-Our-Service-In-Reply (COSIR)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The abbreviation COSIR in a service means the requesting station wants to see a reference to its service message somewhere in the service or retransmission response. If the response is a retransmitted telegram, place the citation after the opsign on FL-5. A full citation includes the routing indicator, SSN and Julian date of the COSIR service. If the response to the COSIR service is another service, use the opsign ZUI followed by the citation of the COSIR service.

5 FAH-2 H-526 MINIMIZE AND SUSTEL PROCEDURES

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. MINIMIZE is a contingency communication procedure imposed during emergency conditions such as local civil disorders, communication circuit failures, or natural disasters to reduce the volume of telegraphic traffic not related to the emergency. During these emergencies only the most essential traffic should be sent so that it will be handled as expeditiously as possible. Drafting and approving officers should send non-urgent telegrams via pouch.

b. SUSTEL is an abbreviation for “suspended telecommunications” and describes the non-operational status of a transmission facility which is closed for a prolonged, indefinite period of time. SUSTEL is imposed following a post evacuation due to environmental disaster or civil disorder.

5 FAH-2 H-526.1 Authorization and Notification

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. IRM/OPS/MSO/MSMC, in consultation with IRM/OPS/CST/LD, will impose or cancel MINIMIZE upon advice from a post or based upon its awareness of abnormal conditions. Any post or relay determining the need for MINIMIZE should advise IRM/OPS/MSO/MSMC.

b. MINIMIZE may be imposed upon specific posts, all posts in a specific geographic area, or worldwide (e.g., MINIMIZE GENERAL). If a crisis in a specific geographic area will also affect posts or relays outside the area, they may be included in the MINIMIZE (e.g., MINIMIZE AFRICA, LONDON, PARIS).

c. IRM/OPS/MSO/MSMC sends regular telegraphic notification to all posts when MINIMIZE or SUSTEL is imposed or canceled.

5 FAH-2 H-526.2 Post Control

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

Distribute MINIMIZE and SUSTEL telegraphic notifications to all agencies and officers at post. All telegrams for electrical transmission addressed to or originating from any post under MINIMIZE must be approved by the post principal officer or designee before delivering the telegram to the IPC. Telegrams addressed to a MINIMIZE post must include the notation "MINIMIZE CONSIDERED" in the text of the telegram.

5 FAH-2 H-527 THROUGH H-529 UNASSIGNED

5 FAH-2 H-525 Exhibit H-525.1
SIMPLE RETRANSMISSION (ZDK)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

VZCZCABC023
RR RUEHSD RUEHFR
DE RUEHKP #0319 0441135
ZNY CCCCC ZZH
R 131130 FEB 96 ZDK CTG RUEHSD 4467W
FM AMEMBASSY KARACHI
TO RUEHC/SECSTATE WASHDC 3487
INFO RUEHFR/AMEMBASSY PARIS PRIORITY 3466
BT
C O N F I D E N T I A L KARACHI 0319

E.O. 12958: DECL: 02/01/97
TAGS: ACOA
SUBJECT: SAMPLE ZDK TELEGRAM

REF: KARACHI 0315

CLASSIFIED BY: AMBASSADOR DAVE MATTHEWS; REASON: 1.5 E.

1. (U) THIS IS A SAMPLE TELEGRAM DEMONSTRATING THE PROPER PLACEMENT OF THE RETRANSMISSION OPSIGN ZDK. ZDK SHOULD BE FOLLOWED BY A REFERENCE TO THE STATION THAT REQUESTED THE RETRANSMISSION. THIS REFERENCE INCLUDES THE ABBREVIATION CTG, MEANING CITING, AND THE ROUTING INDICATOR AND SSN OR OTHER IDENTIFIER FOR THE SERVICE REQUESTING RETRANSMISSION.

2. (U) THE ROUTING INDICATOR FOR RETRANSMISSIONS TO SECSTATE IS RUEHSD.

3. (C) THIS TEXT IS CLASSIFIED FOR EXHIBIT PURPOSES ONLY. THIS HANDBOOK CONTAINS NO CLASSIFIED INFORMATION. MATTHEWS

BT
#0319

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CLASSIFIED FOR EXHIBIT PURPOSES ONLY

5 FAH-2 H-525 Exhibit H-525.2
CORRECTED COPY (ZDS)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

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VZCZCSFI283
RR RUEHSD RUEHTI
DE RUEHSF #1826 0440610
ZNR UUUUU ZZH
R 130610Z FEB 96 ZDS
FM AMEMBASSY SOFIA
TO RUEHC/SECSTATE WASHDC 7549
RUEHTI/AMEMBASSY TIRANA 7021
BT
UNCLAS SOFIA 1826

C O R R E C T E D COPY -- CORRECTING CHANNEL CAPTION

PER CHANNEL

E.O. 12958:  N/A
TAGS:  APER
SUBJECT:  FSN PAY INCREASE

REF:  A) STATE 100983  B)  TIRANA 0034  C) 95 SOFIA
4879

POST WILL DELAY SCHEDULED ELECTRONIC FUND TRANSFER FOR
FSN SALARIES UNTIL BULGARIAN NATIONAL BANK OBTAINS
NECESSARY DATA TECHNOLOGY.  PARKINSON
BT
#1826

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In the example above the corrected copy was retransmitted to both original addressees. Note the special routing indicator for SECSTATE, RUEHSD. Use RUEHSD for all telegrams re-transmitted to the Department.

5 FAH-2 H-525 Exhibit 525.4-2a (1)
TELEGRAM FROM ORIGINATOR REPEATED TO NEW ADDRESSEE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

ORIGINAL TELEGRAM

VZCZCRMI024
RR RUEHC RUEHFR
DE RUEHRO #1165 0440610
ZNR UUUUU ZZH
R 130610Z FEB 96
FM AMEMBASSY ROME
TO RUEHC/SECSTATE WASHDC 3524
INFO RUEHFR/AMEMBASSY PARIS 8756
BT
UNCLAS ROME 1165

CODEL WEBSTER

E.O. 12958: N/A
TAGS: OREP
SUBJECT: CODEL ITINERARY

REF: STATE 122243

ITINERARY CHANGES COMPLETED. CANCEL LAST FIVE RESERVATIONS. JOHNSON
BT
#1165

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5 FAH-2 H-525 Exhibit 525.4-2a (2)
TELEGRAM FROM ORIGINATOR REPEATED TO NEW ADDRESSEE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

REPEAT TELEGRAM

VZCZCRMI934
RR RUFHOL
DE RUEHRO #1257 0451031
ZNR UUUUU ZZH
R 141030Z FEB 96
FM AMEMBASSY ROME
TO AMEMBASSY BONN 4355
BT
UNCLAS ROME 1165

CODEL WEBSTER

THE FOLLOWING SENT ACTION SECSTATE, INFO PARIS 13 FEB 96 IS REPEATED FOR YOUR INFO. QUOTE:

CODEL WEBSTER

E.O. 12958: N/A
TAGS: OREP
SUBJECT: CODEL ITINERARY

REF: STATE 122243

ITINERARY CHANGES COMPLETED. CANCEL LAST FIVE RESERVATIONS. JOHNSON
UNQUOTE JOHNSON
BT
#1257

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5 FAH-2 H-525 Exhibit 525.4-2b (1)
TELEGRAM REPEATED FROM A RECEIVING STATION TO NEW ADDRESSEE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

ORIGINAL TELEGRAM

VZCZCFRI678
RR RUFHOL
DE RUFHRT #0880 0432159
ZNR UUUUU ZZH
R 122159Z FEB 96
FM AMCONSUL FRANKFURT
TO AMEMBASSY BONN 0919
BT
UNCLAS FRANKFURT 0880

E.O. 12958: N/A
TAGS: ANET, AMTC
SUBJECT: TELEPHONE REQUIREMENTS

REF: FRANKFURT 0721

ALL SPECIFICATIONS HAVE BEEN MET. REQUIREMENTS ARE THE SAME FOR ALL TELEPHONE HAND SETS. PLEASE SEND 50 SINGLE LINE INSTRUMENTS USING FISCAL DATA PROVIDED IN REFTEL. SMITH
BT
#0880

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5 FAH-2 H-525 Exhibit 525.4-2b
TELEGRAM REPEATED FROM A RECEIVING STATION TO NEW ADDRESSEE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

REPEATED TELEGRAM

VZCZCBNI502
RR RUEHC
DE RUFHOL #1275 0441303
ZNR UUUUU ZZH
R 131303Z FEB 96
FM AMEMBASSY BONN
TO SECSTATE WASHDC
BT
UNCLAS BONN 1275
FOR IM/ITI/TWD/FPT

THE FOLLOWING SENT ACTION BONN 13 FEB 96 IS REPEATED FOR YOUR ACTION. QUOTE:

UNCLAS FRANKFURT 0880

E.O. 12958: N/A
TAGS: ANET, AMTC
SUBJECT: TELEPHONE REQUIREMENTS

REF: FRANKFURT 0721

ALL SPECIFICATIONS HAVE BEEN MET. REQUIREMENTS ARE THE SAME FOR ALL TELEPHONE HAND SETS. PLEASE SEND 50 SINGLE LINE INSTRUMENTS USING FISCAL DATA PROVIDED IN REFTEL. SMITH
UNQUOTE. WILLIAMS
BT
#1275

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